

Hall of Records
Commission

TEST FOR RECORDS RETENTION

Submitted to the Records Manager

Hall of Records Commission

RULE

Division

SCHEDULE
NO.

271

PAGE
NO.

1. ✓

1. Requesting Agency

STATE ROADS COMMISSION

2. Division or Bureau of Requesting Agency

COMMISSION ENGINEERS

3. Authorization Requested (Check only one of the squares below)

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. CORRESPONDENCE OF:

CHIEF ENGINEER
DEPUTY CHIEF ENGINEER
ADVISORY ENGINEER
ASSISTANT TO THE CHIEF ENGINEER
RESEARCH ENGINEER
ASSISTANT CHIEF ENGINEER - MAINTENANCE
ASSISTANT CHIEF ENGINEER - CONSTRUCTION

Dates: 1907 - -

Quantity: 400 drawers in office areas and 80 drawers in storage (total 720 cubic feet, estimate)

Annual Accumulation: 40 drawers, 60 cubic feet, (estimate)

Disposable Amount: 350 cubic feet (estimate)

This is correspondence concerned with the functions of these engineers. It is with Federal, State, local, and other state agencies, business, professional and civic organizations, contractors, lawyers, individuals, etc. The files also contain copies of reports and other data concerning specific problems or projects.

The files contain a large amount of intra-Commission correspondence and memoranda as well as copies of outgoing mail distributed to other engineers. Furthermore, a copy of outgoing correspondence is filed in a cross-reference file.

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY THAT MATERIAL WHICH HAS CONTINUING LEGAL, ADMINISTRATIVE OR RESEARCH VALUE AND DESTROY ALL OTHER MATERIAL.

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

12/5/56
DateMaurice S. Radell
ArchivistDEC 18 1956
Date

Secretary

APPROVED
HALL OF RECORDS COMMISSION